

Research Paper



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Management Information System to help Managers in Decision Making



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A B S T R A C T

Management Information System (MIS) provides information for the managerial activities in an organization. The main purpose of this research is, MIS provides accurate and timely information necessary to facilitate the decision-making process and enable the organizations planning, control, and operational functions to be carried out effectively. Management Information System (MIS) is basically concerned with processing data into information and is then communicated to the various Departments in an organization for appropriate decision-making. MIS is a subset of the overall planning and control activities covering the application of humans, technologies, and procedures of the organization. . The information system is the mechanism to ensure that information is available to the managers in the form they want it and when they need it.

Keywords: *Management Information Systems (Mis), Information Technology, Decision Making And Mis In An Organization.*

Introduction:

MIS provides several benefits to the business organization: the means of effective and efficient co-ordination between Departments; quick and reliable referencing; access to relevant data and documents; use of less labor; improvement in organizational and departmental techniques; management of day-to-day activities (as accounts, stock control, payroll, etc.); day-to-day assistance in a Department and closer contact with the rest of the world. MIS provides a valuable time-saving benefit to the workforce. Employees do not have to collect data manually for filing and analysis. Instead, that information can be entered quickly and easily into a computer program. As the amount of raw data grows too large for employees to analyze, business analysts can build programs to access the data and information in response to queries by management. With faster access to needed information, managers can make better decisions about procedures, future directions, and developments by competitors, and make them more quickly. We are living in a time of great change and working in an Information Age. Managers have to assimilate masses of data, convert that data into information, form conclusions about that information and make decisions leading to the achievement of business objectives. For an organization, information is as important resource as money, machinery and manpower. It is essential for the survival of the enterprise.

Information Technologies:

Management Information System (M.I.S.) is basically concerned with processing data into infor-

mation. Data collection involves the use of Information Technology (IT) comprising: computers and telecommunications networks (Email, Voice Mail, Internet, telephone, etc.). Special features are speed and accuracy, and storage of large amount of data. Telecommunications provide the means for one-way or two-way communication and for the transmission of messages. A combination of IT is used: telephone, computer, processor, printer, etc. A lot of time and money are saved and the security of data and messages is ensured. A management information system (MIS) enables businesses to provide answers to managers in search of knowledge.

The information system is the mechanism to ensure that information is available to the managers in the form they want it and when they need it. It is designed to support their work through providing relevant information for their decision-making. Computer systems can clearly aid organizations in the processing of data into accurate, well presented, up-to-date and cost effective information. Whether that information is also concise, relevant, timely and complete will depend largely on the capabilities of the people involved in its processing and selection. The term management information system (MIS) made its first appearance in U.S. navy report on the use of computers to construct a single integrated system to manage all navy resources. Management Information System (MIS) is basically concerned with the process of collecting, processing, storing and transmitting relevant information to support the management operation in any organization. Thus, the success of decision making, which is the heart of administration process,

is highly dependent partly on available information, and partly on the functions that are the components of the process. For example: If managerial objectives are absent or unclear, probably due to inadequate information, there is no basis for the search. Without information obtained through a search, there are no alternatives to compare, and without a comparison of alternatives the choice of a particular course of action is unlikely to yield the desired result.

Purpose of the Study:

The MIS idea spread rapidly throughout the administrative systems community, encouraged by a spate of subsequent reports and conferences sponsored by the American Management Association. MIS was an "information" system because it informed managers, not because it was full of information in technical sense, though the distinction soon blurred as the idea of MIS spread. MIS is every system, which provides information for the managerial activities in an organization. For about a decade, from its introduction in 1959 to the end of the 1960s, this very broad definition of MIS spread rapidly and was endorsed by industrial corporations, consultants, academic researchers, management Writers and computer manufacturers. The term "Management Information system"(MIS) is synonymous with computer based systems. Used broadly, it is seen as the system satisfying all the information needs of managers. MIS is the study of providing information to people who make choices about the disposition of valuable resources in a timely, accurate, and complete manner at a minimum of cognitive and economic cost for acquisition, processing, storage, and retrieval. Another definition emphasizes the use to which the information is put, rather than the way it is produced: "A system to convert data from internal and external sources into information and communicate that information in an appropriate form, to managers at all levels in all functions to enable them to make timely and effective decisions for planning, directing and controlling the activities for which they are responsible."(Bee and Bee, 1999) Others, however, give it more limited scope. * It should provide a basis to analyze warning signals that can originate both externally and internally; this is the main function of data base; * It should automate routine operations thus avoiding human work in the processing tasks; * It should assist management in making routine decisions; * It should provide the information necessary to make non-routine decisions;* It should serve as a strategic weapon to gain competitive advantages.

Management information system (MIS) is one of the major computer based information systems. Its purpose is to meet the general information need of all the managers in the firm or in some organizational

subunit of the firm. Subunit can be based on functional areas on management levels. There are many definitions for MIS, but one of the most appropriate definitions describes management information system (MIS) as "an organizational method of providing past, present and projected information related to internal operations and external intelligence. It supports the planning, control and operation functions of an organization by furnishing uniform information in the proper time frame to assist the decision makers". The information in MIS describes the firm or one of its major systems in terms of what has happened in the past, what is happening now and what is likely to happen in the future. The information is made available in form of periodic reports, special reports and output of mathematical simulations. All managers use the information output as they make decisions to solve the firm's problems.

MIS and Decision-making:

Management Information System (MIS) is basically concerned with the process of Collecting, processing, storing and transmitting relevant information to support the management operations in any organizations. Thus, the success of decision-making, which is the heart of administrative process, is highly dependent partly on available information, and partly on the functions that are the components of the process. For example, if managerial objectives are absent or unclear, probably due to inadequate information, there is no basis for a search. Without information obtained through a search, there are no alternatives to compare, and without a comparison of alternatives the choice of a particular course of action is unlikely to yield the desired result. The MIS is an organization-wide effort to provide decision making process information. The system is a formal commitment by executive to make the computer available to all managers. The MIS sets the stage for accomplishments in the other area, which is DSS, the virtual office and knowledge based systems.

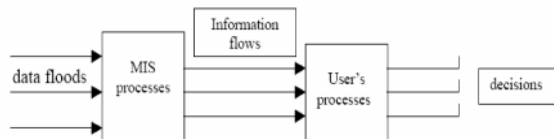
Data can be search through:

* Undirected viewing-this involves a general exposure to information where. The search could be that the viewer has no specific purpose in mind. * Conditioned viewing-the directed exposure does not involve active search to a more or Less clearly identified area or type of information. * Informal search-this is a relatively limited and unstructured effort to obtain specific information for a specific purpose. The information wanted is actively sought. * Formal search-this is a deliberate effort, usually following a pre established plan, procedure or methodology to secure specific information relating to a specific issue. The need for MIS in decision making as it provides information that is needed for better decision making on the issues

affecting the organization regarding human and material resources. MIS may be viewed as a mean for transformation of data, which are used as information in decision-making processes.

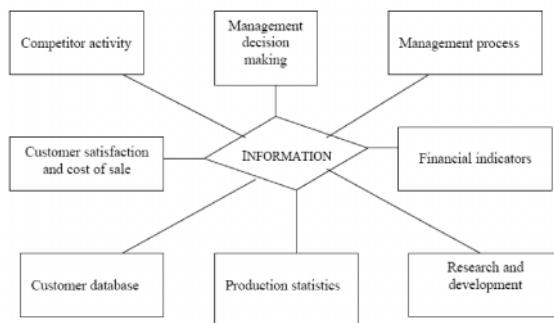
Information as data processed for a definite

There are so many definitions of MIS. For the purpose of this research, MIS can be defined as a system providing management with accurate and timely information necessary to facilitate the decision-making process and enable the organizations planning, control, and opera-



tional functions to be carried out effectively. So in this way MISs increase competitiveness of the firm by reducing cost and improving processing speed. Almost all business organizations normally have some kind of information system for management. Accounting rules, stock control and market monitoring systems are the most traditional and common examples. The power of technology has transformed the role of information in business firm. Now information has become recognized as the lifeblood of an organization. Without information, the modern company is dead.

MIS differ from regular information systems because the primary objectives of these systems are to analyze other systems dealing with the operational activities in the organization. In this way, MIS is a subset of the overall planning and control activities covering the application of humans, technologies, and



procedures of the organization. Within the field of scientific management, MIS is most of ten tailored to the automation or support of human decision making Well-constructed and well-organized MIS can pro-

vide management with the knowledge it needs to reduce operating costs and increase profits. MIS can help management increase efficiency by quickly providing critical information about procedures and operations.

Conclusion: -Management Information Systems (MIS) not only include software systems, but the entire set of business processes and resources that are used to pull together information from functional or tactical systems. Data is then presented in a user-friendly and timely manner so that mid and upper-level managers can use it to take the right actions. The entire system is designed so that the company will meet its strategic and tactical goals.

The primary function of MIS is to help a manager take an action, answer a question or ask the right question. The questions or actions should directly relate to tactical or strategic goals. A sales manager who uses projections from the financial systems to compare with actual sales from the sales system can better gauge whether goals will be met. If the target is not going to be met, then the manager and his group can review their past actions and make necessary changes in order to increase sales and meet goals.

MIS differ from regular information systems because the primary objectives of these systems are to analyze other systems dealing with the operational activities in the organization. In this way, MIS is a subset of the overall planning and control activities covering the application of humans, technologies, and procedures of the organization. Within the field of scientific management, MIS is most of ten tailored to the automation or support of human decision making. Management information systems (MIS) make it possible for organizations to get the right information to the right people at the right time by enhancing the interaction between the organization's people, the data collected in its various IT systems, and the procedures it uses. It brings together the raw data collected by the various business areas of the organization, which, while useful for specific functions such as accounting, does not provide, by itself, information that can be used to make decisions. As organizations grow, MIS allows information to move between functional areas and departments instantly, reducing the need for face-to-face communications among employees, thus increasing the responsiveness of the organization.

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